

# U.S. Army Corps of Engineers



## YOUR WORKING TIME

**HOURS.** A normal work period is eight hours a day, five days a week, Monday through Friday. However, some types of work require different tours of duty (a Tour of Duty is the specific days and the corresponding hours of the week scheduled to be worked during the workweek). You will be advised of your official tour of duty. If you are required to work more than 40 hours a week, with some exceptions, you will either be paid for the extra time or permitted to take an equivalent amount of time off at a later date. Alternate work schedules are covered separately in this handbook.

**LUNCH PERIOD.** Normally, at least a 30-minute lunch period entirely free of duty connections with your job is authorized. This lunch period is not a part of the 8-hour workday. Some organizations have a different minimum lunch period. Check with your supervisor.

**REST PERIODS.** Rest periods, not to exceed 15 minutes during each 4 hours of continuous work, may be permitted. The rest periods, if permitted, are considered duty time and are included in the 8-hour workday.

**HOLIDAYS.** For employees working Monday through Friday, a holiday falling on Sunday will be observed the following Monday; and a holiday falling on Saturday will be observed the preceding Friday. For employees working other than Monday through Friday, regulations provide for equivalent time off.

FEDERAL HOLIDAYS	
New Years Day	January 1
Martin Luther King JR's Birthday	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	November 11
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25

**ALTERNATE WORK SCHEDULES (AWS).** These work scheduling patterns fall into two basic categories: Flexible work schedule or Compressed work schedule. Please note that Alternative Work Schedules are entirely voluntary and depend on coordinating employee schedules so that the operations and the mission of the work unit and the organization are not impaired. In addition, supervisors and managers continue to determine when the work requirements of certain positions preclude employees in those positions from participating in Alternative Work Schedule options.

**Flexible Work Schedule.** A flexible work schedule breaks the workday into components of flexible time and core time. During the flexible time bands the employee selects arrival and departure times for the workday. The core time band is the period of the day during which the employee must be present at work or in a leave status. For example: employees choose their starting time within the flexible time band (7:00 am - 9:30 am) and their ending time within the flexible time band (3:30 p.m. - 6:00 p.m.) on a day to day basis. All employees must be present during Core Hours (9:30 am - 3:30 p.m.).

**Credit Hours** - In some flexible schedule programs, employees may earn “credit hours”. Credit hours are hours of work that an employee requests to work in excess of the basic work requirement (i.e. 8 hours per day, Monday through Friday) in order to be able to take time off from work, either within the same pay period or in a subsequent pay period. An employee must obtain supervisory approval, in advance, to earn or use credit hours. Credit hours are earned only within the flexible time bands established for the workday. However, not all flexible work programs provide for “credit hours”.

**Compressed Work Schedule.** Under this work schedule, the employee fulfills the work requirement (80 hours per pay period for full time employees) in less than ten days by increasing the number of hours worked in the workday. The two most common schedules are the 4-10 schedule (employees work four, ten hour days each work week which can result in a three-day weekend every week) and the 5-4/9 schedule (employees works five, nine hour days the first week, three nine hour days and one eight hour day the second week which can result in a three-day weekend every other week). Days off do not have to be a Friday or a Monday.

**Credit Hours.** There is no provision for “credit hours” under a compressed work schedule.

**TELEWORK (Telecommuting).** This refers to “flexible” arrangements regarding where (at home or satellite work centers) employees perform work for a portion of the workweek; the remainder of the workweek, work is performed in the regular work setting. As with Alternative Work Schedules, Telework is voluntary and requires that the operations and mission of the work unit and the organization are not hindered. In addition, supervisors and managers continue to determine when the work requirements of certain positions preclude employees in those positions from participating in Flexiplace work options.